

United States Postal Service®

INDUSTRYALERT

Electronic Funds Transfer (COD/EFT) Gets New Spot on COD Label

Heads up, Collect on Delivery (COD) mailers: the Postal Service has updated the COD label (PS Form 3816), moving the COD/EFT selection box into its own space within the payment amount and remittance sections.

Not only does the COD/EFT option provide remittances arriving in mailers' bank accounts within two business days, but it is also more secure.

Updated COD labels are available at Post Offices or at the Postal Store at <https://store.usps.com/store/>, though you may use remaining supplies of the former label until they are depleted.

The Postal Service is also retiring PS Form 3816-AS, *Collect on Delivery (COD) Card — Firm Mailings*, a rarely used form in today's environment of computer-generated shipping labels. For more information on this elimination, please visit https://about.usps.com/postal-bulletin/2015/pb22431/html/updt_004.htm.

DELIVERY EMPLOYEE - Remove Copies 1 & 2 at Time of Delivery
Write firmly to make all copies legible.

Collect the amount shown below if the customer pays by:

CHECK OR MONEY ORDER (MO) made payable to the mailer	CASH or pin debit card and mailer is an EFT participant (online or commercial only)	CASH (includes MO fee or fees)
Check/MO	EFT	Cash
\$	\$	\$

Check or approximate: ☐ Registered Mail™ Service ☐ Priority Mail Express® Service

Remit COD Charges to Sender via: ☐ Priority Mail Express Service ☐ Electronic Funds Transfer (EFT)

Date of Mailing: _____ USPSA Number: _____

Options for Receiving: ☐ Hold For Pickup (Priority Mail Express Only) ☐ Street Delivery

COD

SAMPLE

Delivered By: _____ Date Delivered: _____ Check Number: _____

Date Payment Sent to Mailer: _____ MO Number(s): _____

PS Form 3816, January 2016 PSN 7530-02-000-9062 Copy 1 - Delivery Unit

1. DO NOT allow the recipient (addressee or agent) to examine the contents before payment.
2. DO NOT deliver this article until payment is collected.
3. If payment is by check, enter check number above.
4. Have customer sign PS Form 3849.

◆ Follow proper scanning procedures for COD delivery and clearance.

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